



United States  
Department of  
Agriculture

Office of the  
Chief Financial  
Officer

Associate Chief  
Financial Officer –  
Financial Operations

Washington D.C.  
20250

Bulletin: OCFO 06-01

Date: May 11, 2006

To: USDA Agency Chief Financial Officers

Subject: Centralization of the Fund Reference Table (FUND)

# OCFO BULLETIN

## **PURPOSE**

To restrict changes to FUND elements that could potentially create an adverse effect on the integrity of the agency and departmental general ledger and financial statements, the Office of the Chief Financial Officer will centralize control of FUND within the Controller Operations Division, Accounting Processing Branch (ACPRB).

## **RESPONSIBILITIES**

Agency Security Administrators (SA's) must take steps to eliminate all agency user access to FUND. SA's should ensure that access to the FFIS Communication Table (COMT) and the FFIS Communication Response Table (COMR) is granted to personnel who will be authorized to submit FUND maintenance requests.

## **POLICY**

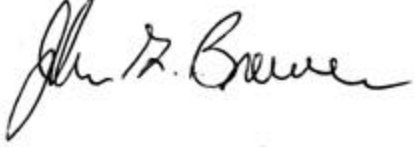
The COMT will be the medium by which agencies shall submit FUND table maintenance requests to ACPRB. On a daily basis, COD's Functional Administrators (FA) will retrieve the COMT requests. Agency accountants within COD's Financial Reporting Branch will review the request for propriety. If proper, FUND table maintenance will be performed by the FA. If improper, the request will be returned to the submitter with explanation. The COMR will be the medium by which agencies can view the resolution to COMT requests within 24 hours of submission. For completion instructions on the COMT and COMR, see Attachments 1 and 2.

## **INQUIRIES**

Any questions concerning this bulletin should be directed to the Financial Reporting Branch, at (504) 426-5491, or ACPRB, at (504) 426-5350.

## EFFECTIVE DATE

This bulletin is effective immediately.

A handwritten signature in black ink, appearing to read "John G. Brewer". The signature is fluid and cursive, with the first name "John" and last name "Brewer" clearly distinguishable.

JOHN G. BREWER

Associate Chief Financial Officer for Financial Operations

Attachments

O  
C  
F  
O

B  
U  
L  
L  
E  
T  
I  
N

**FFIS Communication Table Screen**

ACTION:                      TABLEID: COMT                      USERID: XXXX  
FFIS COMMUNICATION TABLE  
KEY IS REQUEST TYPE, APPLICATION ID, SEQ #

REQUEST TYPE:      APPLICATION ID:      SEQ #:  
REQUESTER:      REQUEST DATE:      REQUEST TIME:  
COMMUNICATION TEXT:  
-----

**Instructions for completing the COMT**

- 1) Access the COMT screen.
- 2) Type **A** in the Action field.
- 3) Type **R** in the Request Type field.
- 4) Tab below the dotted line and enter the specific request to be accomplished on the FUND.
- 5) Screen-print a copy of the COMT for your reference files.
- 6) Press **Enter** to submit the request to COD.

### FFIS Communication Response Table Screen

ACTION:			TABLEID: COMR			USERID: XXXX		
FFIS COMMUNICATION RESPONSE TABLE								
KEY IS REQUEST TYPE, APPLICATION ID, SEQ #								
REQUEST TYPE:			APPLICATION ID:			SEQ #:		
REQUESTER:			REQUEST DATE:			REQUEST TIME:		
COMMUNICATION TEXT:								
-----								
RESPONSE TEXT:								
-----								
RESPONDER:			RESPONSE DATE:			RESPONSE TIME:		

### Instructions for completing the COMR

- 1) Access the COMR screen.
- 2) Type **S** in the Action field.
- 3) Type **R** in the Request Type field.
- 4) Type your agency's application ID in the Application ID field as FFxx (xx represents your agency's 2-position numeric code).
- 5) Type the sequence number assigned to your COMT request in the SEQ # field.
- 6) Press **Enter** to display your original request and the resolution/action taken by COD.